

**MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS
PROCUREMENT AND CONTRACT ADMINISTRATION**

**POLICY IMPLEMENTATION MEMORANDUM PCA 007
SMALL PROCUREMENT DELEGATION**

April 1, 2005

References:

None.

Purpose:

To delegate procurement authority to the Court of Appeals and its related units, the Court of Special Appeals, the District Court of Maryland, the Administrative Office of the Courts, the Clerk of Court Offices of the Circuit Courts and Court-Related Agencies. Additionally, this policy amendment is intended to streamline the procurement process for small purchases by allowing authorized members to meet operational needs without having to send a formal purchase requisition through the established procurement authorization path.

Definitions:

“Small Procurement Regulations” means the delegated authority granted to authorized members of the Maryland Judiciary to purchase commodities and services, up to the amount of Five Hundred Dollars (\$500) per procurement transaction, without having to send a formal purchase requisition through the established procurement path. If a Corporate Purchasing Card, issued by the Administrative Office of the Courts, is utilized, the delegated authority amount is Twenty Five Hundred Dollars (\$2500) per procurement transaction.

Corporate Purchasing Card – a credit card issued by a commercial banking institution that is utilized by the Administrative Office of the Courts and assigned to authorized members of the Maryland Judiciary.

“Authorized Members” means members of the Maryland Judiciary and court related units that have been authorized by their Supervisor, Clerk of Court, AOC Unit Director, Administrative Clerk, Commissioner or Executive Staff Member to make purchases on behalf of their unit.

“Capital Equipment” means durable goods such as furniture and fixtures that costs more than Five Hundred Dollars (\$500).

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“Information Technology Equipment “ means computer hardware, software, peripheral equipment or consulting services.

“Sensitive Item” means an item that falls under the capital equipment limit of \$500 but still needs to be tracked or accounted for by the Maryland Judiciary. Examples of such items are monitors, printers, cell phones and personal data devices.

“Telecommunications Equipment Systems and Services” means any equipment, hardware or software, and any combination of them used primarily for telecommunication, and any maintenance or services performed on this equipment, hardware or software. Cellular telephones are included in this category.

Policy Statement:

To delegate procurement authority for purchases in the amount of Five Hundred Dollars (\$500.00) or less if a corporate credit card is not used and Twenty Five Hundred dollars (\$2500) or less if a corporate purchasing card is utilized.

Procedure:

Authorized members of the Maryland Judiciary and its court related units may make purchases in the amount of Five Hundred Dollars (\$500.00) or less, if a Corporate Purchasing Card is not used, in order to meet operational needs without having to send a formal purchase requisition through the established procurement authorization path.

Authorized members of the Maryland Judiciary may make purchases in the amount of Twenty Five Hundred Dollars (\$2500) or less if the corporate credit card is utilized.

All purchasing activity made under this delegated authority shall be conducted in a prudent and businesslike manner.

Exceptions:

This policy does not apply to: Capital Equipment, Information Technology Equipment, Sensitive Items and Telecommunications Equipment and Services. Procurement of these goods and services must be made through the formal purchasing procedure (submission of a purchase requisition).

References:

None.

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Approved:

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